



# CITY OF HOUSTON

## Job Posting

Applications accepted

ALL PERSONS INTERESTED

Job Classification

Bureau Chief, Public Health (EXEC LEVEL)

Posting Number

PN# 101989

Department

Health & Human Services Department

Division

Office of Surveillance/Public Health Preparedness

Section

Epidemiology

Reporting Location

8000 N Stadium

Workdays & Hours

M - F, 8 a.m. - 5 p.m.\*

\*Subject to change

**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Supervises and coordinates the activities of bureau employees. Provides consultative and educational expertise and support in a specialized public health area.

**CORE FUNCTIONS**

- Supervises Bureau staff, directing, coordinating and evaluating epidemiologic surveillance and outbreak investigation activities. Ensures timely and accurate reporting of reportable diseases and conditions to the appropriate entities, including the Assistant Director and DSHS.
- Coordinates the collection of epidemiological data to analyze disease trends. Gathers and provides epidemiologic and other related scientific information which is useful to the department, the public, and the medical community.
- Represents the Bureau on or chairs designated committees within and outside of the Department including the Reporting Task Force, Child Fatality Review Team, Surveillance Committee, Bioterrorism Preparedness Subcommittee of the Emergency Management Committee, and the Epidemiology Professional Development Committee.
- Serves as liaison between the Health Department, the public and medial community on matters related to reportable diseases to improve communications, promote healthy public health practices, and increase awareness of epidemiologic activities.
- Works with other programs in the department to improve the sharing and coordination of epidemiologic information and activities. Special projects and other duties as assigned.

**WORKING CONDITIONS**

The position is physically comfortable; the individual has discretion about walking, standing, etc.

**MINIMUM EDUCATIONAL REQUIREMENTS**

A Doctoral degree in Public Health or a closely related field, such as Biology, Microbiology, Chemistry or Physics is required.

**MINIMUM EXPERIENCE REQUIREMENTS**

- Four years of supervisory and administrative experience in a major health agency are required.
- A Master's degree in Public Health or a closely related field, such as Biology, Microbiology, Chemistry or Physics, and seven years of supervisory and administrative experience in a major health agency may be substituted for the above education and experience requirements.

**MINIMUM LICENSE REQUIREMENTS** None

**PREFERENCES**

- Experience in planning, organizing, and facilitating daily administration of a big organization.
- Experience in writing, oversight and reporting a grant.
- Experience in the preparation, implementation and monitoring of the budget and operations.
- Experience in coordination of program activities with external/internal agencies.

**SELECTION/SKILLS TESTS REQUIRED** None

**SAFETY IMPACT POSITION** ☒ Yes ☐ No

This position is subject to random drug testing and if candidate is promoted into this position, he/she must pass an assigned drug test.

**SALARY INFORMATION**

**GENERAL FUNDED POSITION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 30

\$1,999 - \$2,806 Biweekly      \$51,974 - \$72,956 Annually

**OPENING DATE**

December 8, 2004

**CLOSING DATE**

Open Until Filled

**APPLICATION PROCEDURES**

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1<sup>st</sup> Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** TDD Phone Number (713) 837-9496.

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